

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-4 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-D-14-001	Contract Period 01/01/2014 To 12/31/2016 Base Option Period Number 2	Title of Work Assignment/SF Site Name Division Comm/Results Tracking								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 01/01/2016 To 12/31/2016								
Comments: The purpose of this Work Assignment is to support a comprehensive array of communications, meeting support and results tracking work that supports the Center for Cross Program Outreach (CCPO) in promoting and communicating all IAQ issues of the IED program. Provide a workplan and budget.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 01/01/2014 To 12/31/2016		Cost/Fee:		LOE: 0						
This Action:				500						
Total:				500						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Lou Witt						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-343-9051				
						FAX Number:				
Project Officer Name Annette Johnson						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-343-9489				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Antonio L. Leathers						Branch/Mail Code:				
ANTONIO LEATHERS (Signature)						Phone Number: 919-541-2312				
<small>Digitally signed by ANTONIO LEATHERS DN: c=US, o=U.S. Government, ou=USEPA, ou=Staff, cn=ANTONIO LEATHERS, dnQualifier=0000016035 Date: 2015.12.30 00:39:49 -05'00'</small> (Date)						FAX Number:				

WORK ASSIGNMENT

CONTRACTOR: Scientific Consulting Group, Inc.

CONTRACT NUMBER: EP-D-14-001

WORK ASSIGNMENT NO: 3-4

WORK ASSIGNMENT TITLE: IED Communication, Meeting and Results Tracking Support

WORK ASSIGNMENT MANAGER: Lou Witt

Indoor Environments Division (6609J)

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ALTERNATE WORK ASSIGNMENT MANAGER: Laureen Burton

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LEVEL OF EFFORT:

PERIOD OF PERFORMANCE: Jan. 1, 2016 through Dec. 31, 2016

In meeting the requirements of this work assignment, the contractor will perform a support role and shall NOT be involved in the development of EPA policy, nor in any other activity that is an Inherently Governmental function.

I. BACKGROUND

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gives EPA broad authority to address indoor air quality. The Indoor Environments Division (IED) is responsible for implementing national policies on indoor air pollution and protecting the public from related health impacts, e.g., radon, childhood asthma and environmental tobacco smoke.

With continued need to raise the public's awareness of indoor air quality issues, many marketing and communications activities are needed to serve the public. These activities have a wide range of communication products/assets in print, web, video, and electronic formats.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are <http://www.epa.gov/quality/> and <http://www.epa.gov/informationalindex.html>.

2. PURPOSE

The purpose of this Work Assignment is to support a comprehensive array of communications, meeting support and results tracking work that supports the Center for Cross Program Outreach (CCPO) in promoting and communicating all IAQ issues of the IED program.

3. SCOPE OF WORK

Task 1: Provide Workplan and Budget

This is a continuation or "follow-on" work assignment for WA-2-6. The contractor shall provide a workplan and cost estimate for the tasks listed and submit it to the Work Assignment Manager within 20 calendar days from the effective date of the work assignment.

This Work Assignment requires proven expertise and skills in writing, editing, video and podcast production, branding, product line development, graphic design, art, photography and traditional and web marketing for a national program and audience. The contractor shall provide resumes of new staff as needed for a project to help insure proper skills are available.

Task 2: Attendance at Meetings (WA administration and Task content)

Upon approval of the cost estimate by the Contracting Office, the contractor shall attend no more than four meetings at either EPA's D.C. headquarters location or at the contractor's facility. Each meeting will be between one and two hours in length. The WAM will give technical guidance and discuss technical issues regarding all tasks indicated below. Clarification of times and dates will be communicated by the WAM through technical direction.

Task 3: Division/Program Booths and Meeting Support

Applicable SOW sections: C2(e), D2(j&l), F2(a)

The contractor shall support division/program participation at up to twelve conferences, meetings, trade shows and similar events. Four of the conferences may last several days and will be outside the DC Metro area. Often two contractors will be required. The other eight (maximum) meetings will be one day affairs similar to IED's CIAQ meetings. These meeting may be up to eight hours each and will be within the DC Metro area. Several contractor staff may be needed at each meeting.

The contractor shall supply meeting support in terms of agenda development, speaker preparation, announcements and notifications, AV operations, note taking and facilitation duties as well as follow-up communications.

The contractor shall support all logistical requirements, registration, and obtainment of exhibit space. The contractor shall be responsible for the shipping of a booth and related materials to up to eight conferences, meetings, trade shows and similar events as well as the booth's staffing and return for storage at the contractor's facility.

Task 4: Division-wide Communication Strategy and Support

Applicable SOW sections: C2(c), D2U.I.m), E2(a-c)

The contractor shall provide support for various communication activities and needs including being a consultant in communicating IAQ health risks and related issues based on the division-wide strategy. The consultation may include creating marketing strategies, communication plans and media campaigns for IED's issues. The contractor may be called on to provide writing and editing for up to ten new or existing documents or products. These products may include webpages, fact sheets, brochures and flyers, social media content and exhibition display booth and other graphic products.

The contractor will supply up to three complete packages for any hard copy products or documents. Each package will contain two CD's with all the appropriate print and supporting files as well as required forms. All of these will support IED's outreach efforts to local and national news media including television, print, radio, and internet. This task may require the generation of press lists and/or names of health or environmental writers and/or publications.

The contractor shall use EPA and Associated Press Stylebook standards when writing and copy editing all IED material. This task may also include clipping services for print mediums and tracking for national and local broadcast. In addition, non-English language print, radio and video may be required using accredited language translators (certified professionals). The contractor shall discuss with the WAM the technical issues and any branding requirements prior to beginning work -- time and date to be furnished by the WAM through technical direction.

At the completion of the Work Assignment three additional hard copies and electronic copies of each deliverable shall be provided. Electronic format shall be in Microsoft Windows machine-compatible software (e.g., MS FrontPage), using default format colors and fonts consistent with established Agency Web Standards.

Task 5: Metrics and Results Tracking

Web Hosting Services B2(d)

The Contractor shall maintain a web hosting environment with the existing domain name for the IAQ IMPACT web-based results reporting database (<http://www.iaqimpact.org>). The web hosting environment shall include a production server that will be accessible from the Internet where EPA's information and data content will be resident, and which will allow authorized users to access this content.

The Contractor shall assure that the production server remain continuously operational during normal working hours on weekdays from 7 a.m. to 9 p.m. ET.

The Contractor shall maintain and improve software and hardware assets needed to support optimal performance of the production server.

The Contractor shall implement the EPA security policy on the firewalls and undertake the firewall software upgrades as deemed necessary for data security and integrity.

Enhancement of IAQ Results Reporting B2(h)

The Contractor shall assist EPA in making refinements and improvements to the existing components or the IAQ Impact web-based results reporting database or in the development of new elements of the system as directed by the WAM.

The Contractor shall assist EPA in identifying existing metrics or by developing new ones to capture and report program results and assess effectiveness, including new and existing feedback mechanisms and data capture tools.

The Contractor shall provide the WAM a brief analysis for all required changes including estimated costs, labor hours and schedule of deliverables for review and approval. All enhancements shall be designed to assure integration and interoperability with the existing-data collection and reporting system and shall be designed to eliminate data redundancy without affecting the system's operation, efficiency and effectiveness.

The Contractor shall develop a plan to communicate with users regarding any anticipated interruption or downtime affecting the data collection and reporting system.

The Contractor shall implement best practices for software and system enhancement development, maintenance and IT governance.

The Contractor shall provide technical assistance to the WAM in responding to reported user problems related to the operation of the data entry, compilation, and reporting system.

Quality Assurance/Quality Control Procedures (IAQ Impact) D2(h)

The Contractor shall assure that the data collection system is backed up routinely to minimize risk or data loss due to hardware failures, power surges and other problems that can damage or destroy data. The Contractor shall coordinate the transfer of back up files to ensure data is protected against natural or manmade disasters.

Utilizing best practices, the Contractor shall perform all periodic operational tasks required to maintain the proper level of performance and data integrity of the data collection and reporting system. This shall include all design and/or redesign of system programs, data quality, system configuration, verification and validation, initial coding, revision, testing, debugging and documentation.

The Contractor shall develop, update and maintain all system technical documentation to support development of enhancements and system maintenance.

The Contractor shall utilize quality assurance practices in support of the EPA indoor environmental data collection and reporting system. The QA/QC procedures shall be implemented at every level of program support including protocols for data entry as well as procedures executed by the database administrator.

The Contractor shall develop and implement a process to validate all enhancements or needed software upgrades to ensure that it does not adversely affect the existing components of the data collection and reporting system: including but not limited to unanticipated interruption downtime or loss of data.

The Contractor shall monitor defects of newly implemented enhancements and update the production server as needed to ensure the effective operation and performance of the system.

4. TIME SCHEDULE AND DELIVERABLES

All deliverables shall comply with ORIA equipment and operating systems, as well as Microsoft Office and Adobe products. For basic reports and documents the Contractor shall provide the WAM with a master and an archive copy on CD-ROM of all final deliverables. The deliverables shall be due as stated below.

Task No	Deliverable Due Date
Task 1: Work plan and cost proposal	20 calendar days after effective date of the approved work assignment
Task 2 EPA/Contractor Meetings	As needed, up to four based on TD from WAM
Task 3 Support 12 meetings	As needed based on TD by EPA WAM

Task4 Document and Graphics Development and Production	As needed up to ten products based on TD from EPA WAM
Task 4 Create Comm plans, marketing strategy, media campaign	As needed based on TD by EPA WAM
Task 5 Results Tracking and Database Support	Ongoing
General: Master and an archive copy or all deliverables.	December 31. 2016

5. General

Unless otherwise specified in the Work Assignment, the WAM will review deliverables and provide comments within 20 calendar days after receipt of deliverable. In the event that the WAM's review schedule cannot be met, the WAM will notify the contractor and provide a revised estimate of the completion date for review and comments.

The WAM is authorized to issue technical direction in accordance with the contract clauses.

As necessary, the Contractor shall communicate with the WAM to discuss progress made, any problems or obstacles encountered and the complete status of all ongoing tasks. The contractor shall not communicate with IED project-level staff about the deliverables of this Work Assignment without WAM's prior approval.

The Contractor shall be prepared to submit for inspection copies of all work in progress at any time as directed by the WAM.

The Contractor shall notify the Project Officer when 75% of the Work Assignment hours and/or costs have been used.